

**Milwaukee County**  
**RFP #: CDBG-3**  
**Title: Home Repair Assistance Grants**

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## **I. INTRODUCTION AND BACKGROUND**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed CDBG Application for Home Repair and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, Davis/Bacon/ contract termination and modification, etc. are included in the County's boilerplate contract.

## **II. SCOPE OF THE PROJECT**

### **A. PROJECT DESCRIPTION**

Milwaukee County is soliciting applications from organizations interested in operating a Home repair program in 2013 targeted to low-and-moderate income residents of single-family owner occupied housing located in the Milwaukee County Urban County CDBG Consortium. Funding is expected to be available under the HUD-funded Community Development Block Grant (CDBG) program.

#### **Eligible Applicants**

Public or private non-profit agencies or organizations including faith-based organizations, units of local government, and Community-Based Development Organizations.

#### **Project Basics**

Applicants may target the program to a specific community, a specific development, or to the entire Milwaukee County Urban County CDBG Consortium.

Organizations selected as sub-recipients to operate a Home repair program will be expected to comply with the requirements in the HUD CDBG Home Repair Assistance Grant Program Standards for operating a Home repair program. These include, in part:

- Marketing the program.
- Conducting initial intake and eligibility determinations of applicants.
- Providing information to the County on the addresses of each household requesting assistance in order for the County to conduct an environmental review.
- Not beginning any work on a home until the County issues a notice to proceed for that home.
- Documenting the size and combined income of each household receiving assistance, including collecting income documentation.
- Documenting the eligibility of the property receiving assistance.
- Conducting an on-site Housing Quality Standards (HQS) review of each property to document any necessary repairs and note any areas where the home fails inspection.
- Performing initial cost estimates and work write-ups of the work to be done.
- Prioritizing the needed work when it exceeds the \$5,000 threshold per household per year of assistance.
- Either completing the needed repairs and/or following the procurement requirements of 24 CFR 84.40-48 when needing to contract for repairs. This includes checking that contractors are not debarred or suspended from receiving federal funds and doing outreach to women, minority, and Section 3 business concerns.

- All work is to be completed in compliance with the requirements of the HUD CDBG Grant Program Rehabilitation Standards. Repairs correcting health and safety violations will be prioritized.
- At the time of work completion the homeowner will verify in writing that the work has been completed in a satisfactory manner and the Sub-recipient will document completed work on a HUD Quality Standards Inspection.
- Maintaining all required documentation and submitting reports in a timely fashion to the County.

#### **Eligible Homeowners**

- a. Eligible program participants must occupy the home to be repaired and have no intent of discontinuing occupancy of the home in the foreseeable future.
- b. Eligible program participants must meet the Department of Housing and Urban Development (HUD) income requirements for low-and-moderate income households at the time of application.
- c. Eligible program participants must be current on property taxes for the assisted unit.

#### **Eligible Properties**

- a. Existing owner-occupied, single-family, residential properties containing one dwelling unit.
- b. Manufactured housing is eligible when such housing constitutes part of the community's permanent housing stock (24 CFR 570.202 (a)(5)).
- c. Property must be located in one of the participating municipalities of the Milwaukee County Urban CDBG Consortium.
- d. The assessed value of the property may not exceed 95 percent of the median purchase price of a single-family house for Milwaukee County as published by HUD.

#### **Eligible Work Items**

In order for a repair to be eligible under the County's Minor Repair Assistance Grant Program it must correct a failing condition noted on a Housing Quality Standards Inspection Form. Repairs and/or modifications may also be made to allow accessibility to accommodate a disability. Repairs must be able to be completed within the household assistance limits of the program.

#### **Eligible Work Items**

- ◆ Abatement of asbestos hazards
- ◆ Chimney repair or replacement or flue liner replacement
- ◆ Code repairs and upgrades for plumbing, heating, or electrical systems
- ◆ Exterior painting
- ◆ Foundation repair
- ◆ Gutter and downspout repair or replacement
- ◆ Wall and attic insulation
- ◆ Plumbing fixture repair or replacement
- ◆ Porch repair or reconstruction (including concrete stairs and stoops), including ramps for ADA accessibility
- ◆ Removal and replacement of deteriorated, hazardous concrete, excluding garage slab replacement
- ◆ Roof repair or replacement
- ◆ Installation of security devices, including smoke detectors and dead bolt locks
- ◆ Siding repair or installation of new siding to increase energy efficiency
- ◆ Replacement of stove or refrigerator to increase energy efficiency
- ◆ Window and door repair or replacement including storm doors

***Rehabilitation does not include:***

Installation of luxury items, such as a swimming pool;

Costs of equipment, furnishings, or other personal property not an integral structural fixture, such as: a window air conditioner; or a washer or dryer (but a stove or refrigerator is allowed);

Labor costs for homeowners to rehabilitate their own property.

**Type Of Assistance**

Assistance will be offered in the form of an annual grant of up to \$5,000 per household. Households may be served by the program in multiple years but are not to exceed a lifetime limit of \$12,000 in assistance. The Milwaukee County Community Development Block Grant assistance limit is \$30,000 across programs.

**Rehabilitation Standards**

The work being undertaken must comply with the HUD CDBG and HOME Rehabilitation Standards that are intended to assure that improved housing is livable, healthful, safe, and physically sound. The housing must also meet handicapped accessibility requirements, where applicable.

**Property Standards**

- a. The property must meet all applicable requirements of the Lead Safe Housing Rule 24 CFR 35.
- b. Any rehabilitation work must be done in compliance with the HUD CDBG and HOME Program Rehabilitation Standards.

**Federal Labor Standards**

These HUD requirements apply to rehabilitation projects with 8 or more CDBG-assisted units and apply to the entire project, not just the portion funded by County CDBG funds. If a grant contract is awarded and Davis-Bacon will be triggered, labor standards requirements will be described in detail in the contract with the County. Additional information also can be obtained in the HUD *Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects* at <http://www.hud.gov/offices/olr/library.cfm>.

**B. OBJECTIVES**

To promote the rehabilitation of existing owner-occupied housing as a means to maintain affordable housing for the residents of the Milwaukee County Urban County CDBG Consortium.

**C. NEEDS/EXPECTATIONS**

1. Projects must assist low-and-moderate-income persons in the participating municipalities of the Milwaukee County Urban County CDBG Consortium.
2. It is expected that projects will meet documented community needs. This includes needs identified in the *Milwaukee County Consolidated Plan 2010-2014* available on the County web site at: <http://county.milwaukee.gov/HealthandHumanServices/7753/HousingDivision/Programs/CDBG-Program/Planning.htm> and through other "hard" data sources.
3. Any additional funding needed to make the project viable must be secured in order for a contract to be executed.
4. Projects must be shovel-ready, meaning that rehabilitation work will begin in the year in which the contract is awarded.
5. Projects must be delivered in a cost effective manner with measurable performance outcomes.

6. It is expected that all or a portion of funds will be targeted to areas of greatest need.

#### D. CURRENT OPERATIONS

Awards for 2012 are pending approval by HUD. Projects recommended for funding include the Housing Authority City of Milwaukee and Rebuilding Together Greater Milwaukee.

#### E. MAXIMUM FUNDING

The amount of funding available for this project is unknown at this time but is projected to be 12% of CDBG funds. Awards have ranged from \$40,000 to \$100,000.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

### III. APPLICATION

#### Proposal Organization and Format – Required Form

Proposals should be submitted using the *Milwaukee County Application for 2013 CDBG Home Repair*.

This application requires that **resumes** of key staff be attached to the application.

#### Multiple Proposals

Multiple proposals from a vendor will be permissible; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc.

#### Required Copies

Proposers must submit **an original and six (6) of copies, three hole punched**, of all materials required for acceptance as stated in this RFP. Proposers are required to submit one electronic copy in either PDF or Word format to [Damon.Dorsey@milwcnty.com](mailto:Damon.Dorsey@milwcnty.com).

### IV. EVALUATION CRITERIA

Proposals will first be reviewed for project eligibility; those that are deemed eligible will then be scored. Scoring of proposals will be as follows:

Application Review Criteria	
Item	Available Points
1. Need and Justification	15
2. Benefit to Low-and-Moderate Income	5
3. Program/Project Approach	24
4. Jurisdiction	20
5. Experience and Qualifications	16

6. Program Budget and Other Sources of Funds	5
7. Past Performance	15
<b>TOTAL POINTS</b>	<b>100</b>

1. **Need and Justification (15 points maximum):** The proposed activity overview adequately describes the problem that is being addressed by the proposed project (worth up to 5 points). Statements are substantiated and related to the needs and the priorities in the 2010 – 2014 Consolidated Plan (worth up to 5 points). Provides a description of how funds may be targeted to areas of greatest need (worth up to 10 points)
2. **Benefit to Low-and-Moderate Income Persons (5 points maximum):** The application describes the population to be served. Additional points will be given to projects located in census tracts where 42.9% of the population is considered low-and-moderate income.
3. **Project Approach (24 points maximum):** The application describes what the program/project will do; how it will be implemented, operated, and administered within a realistic time period; and how low-income participants will access services. The description should include:
  - A description of the work that will be undertaken and a description of how the work will address the identified problem (worth up to 10 points).
  - Identifies any partnerships that have been or will be formed to ensure the success of the project. (worth up to 5 points).
  - A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion. Work on the project – meaning funds will be spent – will begin 2012 (worth up to 5 points).
  - Outreach and marketing initiatives that will be implemented to inform potential participants and to ensure that they are aware of the services/activities to be provided (worth up the 5 points.)
  - Outcomes are identified and can reasonably be expected to be achieved (worth up to 3 points).
4. **Jurisdiction (20 points maximum):** The degree to which the proposed project served residents in the Milwaukee County CDBG jurisdiction. The greater the jurisdictional impact the higher the score.
5. **Experience and Qualifications (16 points maximum):** The application provides documentation to justify the organization's capacity to conduct this project. The project is consistent with the mission of the organization. The organization has undertaken projects of similar complexity to the one for which funds are being required (worth up to 3 points). There are staff resources with the skills and experience to administer and conduct an accountable and responsible project (worth up to 10 points). There appears to be adequate board and management oversight along with a commitment to quality and service improvement (worth up to 2 points).
6. **Budget and Other Sources of Funds (5 points maximum):** The application clearly explains and justifies each proposed budget line item and why CDBG and/or HOME funding is required to make the project viable. The budget is realistic. Efforts have been made to secure other funding for the project. The application identifies eligible sources of match, if required.
7. **Past Performance (15 points maximum):** If the organization has been previously funded, a review of past expenditures and performance shows that the organization has been able to meet timeless and goals in a reasonable fashion, i.e., no unexpended dollars from 2010. Compliance with the contract will include but not be limited to submission of reports and adherence to scope of services (Worth up to 10 points with maximum points being awarded to projects.)

## V. SPECIAL CONTRACT TERMS AND CONDITIONS

### Procurement

1. Contractors of County CDBG funding will comply with the procurement standards under 24 CFR 85.36 for governmental contractors and 24 CFR 84.40-48 for contractors that are non-profit organizations, including the requirements for bonding in procurement.
2. The Contractor is the responsible authority, without recourse to HUD or the County regarding the settlement of all contractual and administrative issues arising out of the procurement entered in support of the award or other agreement.
3. The Contractor shall conduct all procurement in a manner to provide to the maximum extent practicable, open and free competition. Contractors that develop or draft specifications, requirements, statement of work, invitations for bids or requests for proposals shall be excluded from competing for a project.
4. General requirements for procurement include, but are not limited to:
  - a. Contractors must maintain records to detail the significant history of procurement. These records include, but are not limited to: files on the rationale for selecting the method of procurement used, selection of the contract type, the contractor selection/rejection process, and the basis for the cost or price of a contract.
  - b. Pre-qualified lists of vendors/contractors, if used, must be current, developed through open solicitation, include adequate numbers of qualified sources, and must allow entry of other firms to qualify at any time.
  - c. Steps should be taken to assure that women and minority businesses are utilized when possible as the sources of supplies, equipment, construction and services.
  - d. Contractors must ensure that awards are not made to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in the Federal assistance programs under Executive Order 12549.
  - e. There must be written selection procedures for procurement transactions.
  - f. Contractors must not use *cost plus a percentage of cost* pricing for contracts. In addition, Contractors should use *time and material* type contracts only after a determination is made that no other contract type is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
  - g. Contractors must have protest procedures in place to handle and resolve disputes relating to their procurement and in all instances report such disputes to the County.
  - h. There must be a documented system of contract administration for determining the consistency of contractor performance.
  - i. Contractors must have a written code of conduct governing employees, officers, or agents engaged in the award or administration of contracts.

#### Excluded Parties List System (EPLS)

No contracts may be awarded to any party that is debarred or suspended or is otherwise excluded from participation on federal assistance programs.

#### Federal Labor Standards

Federal Labor Standards requirements apply to most public facility and improvement construction and rehabilitation projects. They are triggered at a minimum cost of \$2,000 and apply to the entire project, not just the portion funded by County CDBG. If a Contract is awarded, labor standards requirements will be described in detail in the contract with the County. Additional information also can be obtained in the HUD *Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects* at <http://www.hud.gov/offices/olr/library.cfm>.

#### Lobbying Certification

Prior to entering into an agreement to provide services, the contractor will be required to sign a certification attesting to the following:

1. No federally appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of

Congress in connection with the awarding of any federal contract, the making of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The contractor shall require that the language of this CERTIFICATION be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

#### Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
3. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order 11246 of Sept. 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967 and with the rules, regulations, and relevant orders of the Secretary of Labor.
5. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965 as amended, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the contracting agency, County of Milwaukee, HUD, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, the contract may be cancelled, terminated, or suspended in whole or in part and the contract may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965 as amended, and such other sanctions may be imposed or remedies invoked as provided in Executive Order No.



11246 of September 24, 1965 as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The contractor will include the provisions of paragraphs 1 through 7 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965 as amended, so that such provisions will be binding upon each subcontract or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency and/or County of Milwaukee may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Affirmative Action to Ensure Equal Employment Opportunity (EO 11246)

This section is applicable to construction contracts/subcontracts exceeding \$10,000..

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in percentage terms for the contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Goals for Women = **5.0 percent** (this goal applies nationwide)

Goals for minority participation = **20.0 percent** (this goal applies county-wide)

These goals are applicable to all the contractor's construction work (whether or not it is federal or federally assisted) performed in the covered area. If the contractor performs construction work in a geographic area located outside of the covered area, it shall apply the goals established for such geographic area where the work is actually performed. The contractor is also subject to the goals for both its federal and nonfederal construction.

3. The contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3 (a), and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from contractor to contractor or from project to project for the sole purpose of meeting the contractor's goals shall be a violation of the contract, the Executive Order, and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.
4. The contractor shall provide written notification to the awarding agency and the County of Milwaukee within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.

Section 3

Rehabilitation is considered a covered project for the purposes of Section 3. As such, a Section 3 Project Implementation Plan will be required by the Subrecipient and Statements of Commitment will be required by each Prime Contractor and any subcontractors.



Section 3 is triggered when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting, or training opportunities.

HUD considers recipients of covered funding to be in compliance with Section 3 if they meet the numerical goals set forth at 24 CFR Part 135.30. Specifically:

- a. 30 percent of the aggregate number of new hires shall be Section 3 residents;
- b. 10 percent of the total dollar amount of all covered construction contracts shall be awarded to Section 3 business concerns; and
- c. 3 percent of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

All Section 3 covered contracts (contracts to direct recipients in excess of \$200,000, for Section 3 covered projects, and subcontracts excess of \$100,000) shall include the following clause (referred to as the Section 3 clause) in all bid documents, contracts, and subcontracts:

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also

applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

#### Federal Funding Accountability and Transparency Act of 2006 (FFATA)

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) and associated amendments requires that information on subawards related to Federal contracts, sub-contracts, grants, and sub-grants be made publicly available. Specifically, the Transparency Act's section 2(b)(1) requires the Office of Management and Budget to establish a publicly available website that contains the following information about each Federal award:

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the Catalog of Federal Domestic Assistance number, program source, descriptive award title;
- Location of the entity receiving the award and primary location of performance under the award including City, State, congressional district, and country;
- Unique identifier (Dun & Bradstreet DUNS Number) of the entity receiving the award and the parent recipient of the recipient, should the entity be owned by another entity; and
- Names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80% or more of its annual gross revenues in Federal awards; and \$25 million or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

Vendors awarded funds will be required to provide this information prior to the issuance of a contract.

## **VI. Contact Information**

Please check the website routinely to receive any updates or changes to this RFP. For clarifications or questions concerning this application your contact is listed below. Responses to questions submitted will be posted to the website.

**Contact:** Damon Dorsey  
**E-Mail:** [Damon.Dorsey@Milwcnty.com](mailto:Damon.Dorsey@Milwcnty.com)

## **VII. Application Workshops**

Three application workshops will be held to assist applicants. Space is limited. Please contact Damon Dorsey at 278 – 4780 to reserve seat.

July 2, 2012 10:00 am	Application Workshops Housing Division
July 11, 2012 1:00 pm	2711 W. Wells St Rm 100 Milwaukee, WI
July 18, 2012 3:00 pm	Call (414) 278 – 4780 to RSVP, space limited

### VIII. Timeline

June 25 <sup>th</sup>	Applications Available
7/2, 7/11, 7/18	Application Workshop
July 27, 2012, 4 p.m	Applications due from vendors
Sep. 17, 20012	Public Hearing #2: Presentation of CDBG projects Community and Economic Development Committee meeting (regularly scheduled committee meeting)
Sep. 24, 2012(tentative date)	Community and Economic Development Committee approval of allocation recommendations of CDBG and HOME funds for 2013 program year activities (special committee meeting)
Sep 27, 2012	County Board of Supervisors approves CDBG and HOME funds for 2013 program year activities (regularly scheduled full board meeting)

**Your completed proposal should include the following:**

- 1) **An electronic copy of the application and supporting materials submitted to:**  
**Damon.Dorsey@Milwcnty.com**
- 2) **Six (6), 3-hole punched, copies of the completed Milwaukee County Application for 2013 CDBG Funds Home Repair.**
- 3) **Incomplete or inadequate applications are subject to rejection.**
- 4) **Late applications (submitted after the 4 pm, July 27<sup>th</sup> deadline) will not be accepted.**
- 5) **No applications will be accepted via electronic transmission media.**
- 6) **Additional information requested in Section III above.**

**Submit your completed proposal to:**

**Milwaukee County  
Housing Division/CDBG  
Attn: Damon Dorsey  
2711 W Wells St Rm 100  
Milwaukee, Wisconsin 53211**

**Proposals are due no later than July 27th, 2012 at 4 p.m.**